

Date

Name

Title

Address

Re: Pre-approval request

Dear _____,

You have requested pre-approval for title of service (Solicitation #). The services include general service statement. Contracting for these services will not cause the separation or displacement of present classified staff. Name of your department certifies that all personal services contracts will include **mandatory independent contractor language**.

This pre-approval is granted on the basis of facts provided in the documentation submitted with the review request and pursuant to the provisions of C.R.S. Section 24-50-504 ()() (fill-in) This pre-approval is valid through _____, provided the final contract and subsequent amendments and/or modifications comply with the original terms of the solicitation.

After the agreement(s) are prepared with the provider of these services for this year, **include a copy of this letter** with the agreement when routed to the statewide contract approvers (Division of Purchasing/Attorney General's Office/State Controller's Office). Also insert the notation, **"Pre-approved by HR"**, in the appropriate space on the CLI2 screen print document. The processing of your agreement **may be delayed or rejected** if it is submitted **without** this pre-approval letter and the CLIN notation.

Sincerely,